

22170 Research Seminar in Management and Organisation

Course Syllabus 2022-3

Course description

The course aims to support the writing of the master's thesis in the major subject. During the course you receive support and individual counselling from your thesis supervisor for producing a thesis. You also get feedback from your co-students when presenting your own master thesis project in your seminar group. The course contains individual counselling and group discussions. During the course you will partly work on your own thesis, partly review and comment your co-student's thesis projects. Please note the pre-requisites (below) to take this course. Be prepared to work a lot in this course as the thesis project requires effort and time. Read more about the master's thesis process on the web [here](#).

Students in the integrated Swedish-speaking programme can write their thesis in Swedish, although the seminar course is in English. If you are studying in the integrated Swedish-speaking programme, but would like to write your thesis in English, please see further instructions [here](#).

Learning goal

You have the skills to independently plan, complete, present and evaluate scientific research projects.

After completing the course, you will be able to

- identify and formulate a suitable research problem and purpose
- identify, assess and present relevant literature/research within the chosen field of research
- argue for the chosen scientific approach, research method and data
- orally and in writing conduct a scientific argumentation
- analyze, discuss and provide constructive feedback on others' research plans and ongoing research projects

Pre-requisites

Please note, you will not be allowed to take this course unless you fulfil **ALL** the below pre-requisites.

1. Completed bachelor's degree,
2. 10 credits in your major subject (advanced level studies)
3. 5 credits (advanced level) method's courses (22043 Research Design completed)

Course examiner

Linda Tallberg, PhD, Assistant Professor in Management and Organisation
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Total student workload

134 hours divided into

- Scheduled (contact) hours: 15-35 h
- Non-scheduled work: 99-119 h

Instruction and course setup

The seminar course is tailored to assist your thesis writing with focus on managing the thesis-process and writing of the manuscript.

There is an introduction to the course through **TEAMS**. You will get the session-link in an email (to the email address you registered to this course in SISU) before the scheduled session.

There are **two mandatory seminars** which are scheduled during the course. The exact time and dates will be set later according to supervisor availability, but students should reserve **all the days** listed for the seminar as per the below timetable (Semi 1 and Semi 2 dates).

There are also **small group meetings** throughout the course (see the timetable) which have mandatory attendance. You will be assigned to a group at the start of the course.

Assessment

- Work in relation to own project (seminar paper, presentation, process) 40 %
- Work in relation to co-student's projects (opponence, discussion, activity) 60 %

Recommended time of performance

The seminar course is recommended to be started in P1 during the second year of your master's studies but can also be started in P3.

The courses "Academic Writing Apprentice Level" (51003, 2 ECTS) and "Mastering Academic Writing" (51004, 3 ECTS) support the thesis writing and are recommended to be taken simultaneously with the seminar course if you write your thesis in English. If you write your thesis in Swedish, we recommend "Vetenskaplig kommunikation för ekonomer" (5655-E, 5 ECTS).

If the major subject studies include more than 5 credits method courses, the additional 5 credits (22044 Research Methods) can be taken simultaneously with the seminar course. At least 5 credits method courses (22043 Research Design) need to be completed before taking the seminar course.

Registration to the course

You must register to the course through completing **all three registrations**:

- 1) Register in SISU.
- 2) Register to the course homepage in Moodle. The course-key will be sent to your email at the start of the course.
- 3) Fill out the **Thesis topic form** and submit it by the deadline in Moodle. Supervisors are assigned based on the Topic-form, so if you don't hand this in, you will not be assigned a supervisor. **Note:** You will not be allowed to take the course if you don't meet the pre-requirements!

Suggested literature

- Booth, W. C., et al. (2008/3rd ed., 2016/4th). *The Craft of Research*. Chicago, IL: University of Chicago Press.
- Bryman, A., & Bell, E. (2011). *Business research methods*. Oxford: Oxford University Press (or later edition).
- Creswell, J.W. (2009). *Research design: qualitative, quantitative, and mixed method approaches*. Thousand Oaks, CA: Sage (or later edition).
- Hart, C. (2005.) *Doing your Masters Dissertation*. SAGE Publications.
- Patton, M. Q. (2002). *Qualitative Research & Evaluation Methods*. 3rd edition.
- Saldaña, J. (2013.) *The Coding Manual for Qualitative Researchers* (2nd ed.). SAGE Publications.

Actors and division of work

The division of work in the course is as follows: The **22170-course examiner** handles the introduction and coordinates the two seminars in the semi-course, is responsible for the semi-

group's joint activities and answers questions that have to do with the thesis process, formalities and practicalities. Each student is assigned an individual *thesis supervisor* who supervises the student in terms of the content of the thesis: e.g., structure, theories, sources, the design of the empirical study, support regarding ethics, etc. It is the supervisor **who evaluates and grades** your submitted thesis along with a second examiner. It is also the supervisor **who grades** their student's assessment tasks in the seminar course (e.g., seminar texts, presentations, research plan and data collection plan). You will **get feedback** on your thesis progress by your supervisor throughout the process, but please contact your supervisor when you need support or more feedback on any of your tasks. Both course examiner and supervisor are contacted primarily by email.

The course consists of the tasks listed in the timetable below. All partial performances are **mandatory**, i.e., all the written work must be submitted and **attendance** at small group meetings is a requirement to pass the course. The purpose of the small group meetings is to give all course participants the opportunity to discuss their thesis informally with others in the same situation, as well as exchange experiences and tips that facilitate the writing process. Experience from previous years shows that small groups are an important support for writing, so take them seriously and feel free to arrange meetings on your own initiative in addition to what is outlined below.

Preliminary timetable: 22170 Research Seminar in Management and Organisation 2022-3 (may change, check in the introduction-session 2.9. the confirmed dates)

Activity	Date/Time	NOTE
Introduction	2.9.2022 at 12.30 (TEAMS)	You will get a link to the session to your email address that you registered to SISU. Please ensure you are in a relatively quiet location, keep your camera on throughout the session and your microphone muted unless speaking.
DEADLINE	5.9.2022 at 23.59	Hand in your Thesis Topic Form through Moodle to the examiner. Allocation of supervisors and small groups is done based on the form.
Meeting with your supervisor	Latest by 19.9.2022	See instructions below.
Small group meeting 1	Latest by 25.9.2022	Your group meets, discusses and hands in the group-report
DEADLINE, Research plan	2.10.2022 at 23.59	Submission of your Research Plan
Small group meeting 2	Latest by 23.10.2022	Your group meets, discusses and hands in the group-report
DEADLINE, Semi 1	17.11.2022 at 23.59	Submission of your Semi 1 manuscript
Seminar 1 presentations	28-30.11.2022 (TEAMS)	Exact times will be allocated later. Please reserve all these days for seminar presentations. You will present your work and peer-review and discuss other students' work. These will be assigned later.
Small group meeting 3	Latest by 27.1.2023	Your group meets, discusses and hands in the group-report
DEADLINE, Data Collection Report	3.3.2023 at 23.59	Submission of data collection report
Small group meeting 4	Latest by 19.3.2023	Your group meets, discusses and hands in the group-report

DEADLINE, Semi 2	4.4.2023 at 23.59	Submission of your Semi 2 manuscript
Seminar 2 presentations	17-19.4.2023 (TEAMS)	Exact times will be allocated later. Please reserve all these days for seminar presentations. You will present your work and peer-review and discuss other students' work. These will be assigned later.
Submission of Thesis	April 2023	Follow online instructions on Hanken homepages – ask study office if you have questions. Contact Tanja for the Maturity Test: Instructions here Check the official submission dates here to plan your submission.
Application for degree	See the link	Follow the online instructions on Hanken homepages here – ask study office if you have questions.
Degree ceremony	See the link	Check the graduation information here – ask study office if you have questions.

Detailed instructions from the points above:

Discussion with your supervisor - read before the first meeting:

- Before your first meeting read the following files available on the 22170 Moodle-site:
 - o "Master's Thesis Framework",
 - o "Master's Thesis Assessment criteria",
 - o "Final Steps Checklist".
- Read the instructions about the thesis-process [here](#).
- **NOTE!** Before you start writing in English (and you are a Swedish degree student) **you must check** that you fulfil the requirements to write in English [here](#).
- Guidelines on how to find literature and the formatting and reference guides and templates (ask the library for help if needed) [here](#).
- There are usually workshops held early September on research skills, writing and finding literature by the library. Check their pages! You can also book individual consultations with the library on the webpages which can help you in the research process.
- Literature and notes from your past methods-courses and your Bachelor thesis seminar course 22001.
- Discuss the research ethics in your research design with your supervisor (see below instructions).

GDPR requirements for all students and research data management: Before collecting any empirical data **you must** fill out the **GDPR form** [here](#). If you are unsure about how to fill out the form, you should talk to your supervisor who can help with this. For your thesis to pass, the GDPR-form **must have been filled out** and ethical guidelines followed. Your supervisor receives an automatic email when you have filled it out. You should include some details about your RDM and GDPR in your thesis text.

Research data management (RDM) means organization, description, storage, preservation, and sharing of data collected and used in a research project. This guide [here](#), is intended to give an overview of the practices and process of managing your research data. RDM is an integral part of good research practices. **Hanken students and researchers are responsible for complying with good data management practices** that include Hanken's ethical research guidelines on the management and sharing of research data, data security and data protection in accordance with

legislation and research integrity. **Discuss research ethics in your research design with your supervisor.**

New accessibility requirements (PDF/A, Alt-text): images and tables need descriptions:

When documents are accessible, the content is unlocked to everyone and people with differing abilities can read the content and work with the files. The accessibility directives also apply to theses. In addition to the text, **images** must also be made accessible. **All images in your thesis must have alt texts that describes with a maximum of 1-2 lines the content of the image** so that text-to-speech programs can describe the image (eg "Two chocolate bars, one with green and one with blue cover"). More information on this can be found in the Formatting Guides [here](#) and [here](#).

Small group reports: The group members self-organize and gather at a chosen time within the framework of the timetable given above. **Everyone should update the others about their projects** (make sure you allow for equal amounts of time for each member – use meeting-skills to have effective meetings, such as nominating a timekeeper, note-keeper, chairperson etc) **and the members give each other feedback and support.**

The group needs to submit a group report after each meeting according to the themes below and **will be marked on quality as a group (out of 5 marks)**. Your marks are based on the content of reporting your discussions around the themes below; language and layout (include all students names who attended the meeting and note that this has mandatory attendance); and include any questions/issues that arose from the meeting which you cannot find answers for in your guidelines. These questions will be answered by the course examiner. **NB!** Your group report should NOT just be a list of questions/challenges, rather focus your report as an update of your groups progress that shows reflective ability on moving forward together and helping each other out. Please make sure that you formulate the questions/issues clearly so that it's possible to answer them and give you answers in an effective way.

Only one group member should submit the report. The course examiner will respond to any issues/questions from your reports and post the answers in Moodle.

At each meeting, the groups should pay special attention to certain parts of the thesis as follows (and report on them):

- **Small group meeting 1:** choice of thesis topic, aim and problem/purpose formulation and literature search
- **Small group meeting 2:** structing the theoretical framework and choice of method
- **Small group meeting 3:** data analysis and connections between results and theoretical framework
- **Small group meeting 4:** the thesis discussion section and conclusions

The research plan must be prepared according to the following outline and should include the following sections:

- Chapter 1: introduction to the research area and the topic of the thesis (including references to key sources), purpose/problem of the thesis, research questions, outline etc.
- Chapter 2: a preliminary theoretical framework (thesis “theory chapter”)
- Chapter 3: a preliminary description of the intended method(s)
- **a timetable** for the thesis project, including data collection and analysis, and
- complete and correct **references** of all the sources referred to in the text (correct academic referencing in-text and in the reference list).

The student submits the research plan **to Moodle** for the course examiner and **via email** to the supervisor for marks and feedback.

The Semi-1 manuscript must follow the same outline and include the same sections as the research plan, but should have been developed so that it takes into account feedback by the supervisor from the plan. In addition, the theoretical framework and the method sections must be developed to their final form; the current situation of the data collection is reported; and the timetable for the thesis project is updated at the end. See Moodle for the **assessment criteria** for the Semi 1 manuscript.

The manuscript is submitted **by e-mail** to your supervisor for feedback no later than the deadline in the timetable above, and the work is also submitted **to Moodle** for the examiner by the deadline. NB! The deadline for the Semi 1 manuscript is **strict** on the date above to ensure opponents have time to read it and the timetable can be arranged.

The data collection report must be 1-2 pages long and must describe the current situation in regard to the data collection. It can be built around e.g. the following questions:

- Reflect on your original data collection plan. To what extent have you been able to realize this?
- What aspects of data collection have you experienced as particularly easy / difficult so far?
- What type of data have you collected? (eg number of interviews, their length and quality)
- How did you handle this data? (eg with regard to having a proper backup of recorded interviews, transcription of interviews, preliminary analysis ...)
- What parts of the data collection do you still have undone?
- Exactly when do you plan to perform these parts?
- Open questions that you intend to bring up for discussion at the next meeting with your group/supervisor?

The data collection report is submitted to the examiner **in Moodle** by the deadline, and by e-mail to your supervisor for feedback/comments by the deadline.

The Semi-2 manuscript will be based on the Semi 1 manuscript, but should have been developed so that it takes into account feedback from your supervisor, opponents/discussants in Semi-1 presentations. In addition, the manuscript should include a final description of the data collection, at least preliminary versions of the data analysis and the discussion, as well as **an updated timetable** for the remaining part of the thesis. See Moodle for the **assessment criteria** for the Semi 2 manuscript.

The deadline for the Semi 2 manuscripts are **strict and need to be submitted** on the date above to ensure opponents have time to read it and the timetable can be arranged. The manuscript is to be submitted **to Moodle** for the 22170 course examiner and **by e-mail** to your supervisor by the deadline.

NOTE:** All written work within the course should follow the format rules in Hanken's instructions for reports and exercises. It is especially important that complete references to all sources in the text are included. All work should also be submitted on time; **delays will lead to point deductions.

Early submission of the thesis:

If you submit your thesis early (before Semi 2), you will be awarded 10 extra points for early submission, and you can ask for early course-completion and the course grade. However, **you must complete Semi 1**. Your 22170-course grade will be a weighted total of the assessments completed up to the date of your thesis submission (in addition to the extra 10 bonus points).

When your thesis is finished to be submitted:

Follow the instructions on Hanken's homepage [here](#). Note that it is your responsibility that the version of your thesis that you submit is the **final one** and that you have done all the corrections/additions that you have agreed on with your thesis supervisor. **Once the thesis is submitted NO corrections or additions can be made.** Also note that a thesis, that has been submitted for grading, and that is failed cannot be submitted again (you must start again if you fail). It is the student's responsibility to check with your supervisor prior to formally submitting your work for examination that it is ready.

Plagiarism check of the master's thesis:

All master's thesis must, before they are assessed by the Education Council, be approved in a plagiarism check that is done with the help of plagiarism detection software. The study office submits your master's thesis for a plagiarism check after you have submitted your thesis. You can check your manuscript's plagiarism in a 'test' submission point in your 22170 course. Remember to include correct referencing to work by others, including quotation marks if a direct quote along with page-numbers. Read more [here](#). The analysis report that the plagiarism detection software create serves as an aid for the first examiner (your supervisor) when he or she decides whether a thesis contains cheating or not. The plagiarism detection software cannot independently perform a plagiarism check but can only be considered as a tool to facilitate teachers' work in detecting plagiarism.

QUIZ: All students should complete the quiz “**Self-check for referencing, data management and ethical academic conduct**” on the 22170 Moodle-page to ensure you understand Hanken plagiarism and ethics rules. The quiz is voluntary to complete but highly recommended, and it can be completed multiple times.

After submitting your thesis:

1. The Office of Study Affairs submits your thesis to a programme for [plagiarism detection](#).
2. Your thesis supervisor receives an analysis report from the programme for plagiarism detection and checks it.
3. Your thesis supervisor evaluates your [maturity test](#).
4. A language teacher evaluates the language of your maturity exam (if you have completed your school education in Finland in Finnish or Swedish) if this has not been done in a previous university degree.
5. The two reviewers (one of them is your supervisor) will give an evaluation of the thesis and a suggested grade to the Academic Council, who will approve and grade your thesis during one of its [meetings](#).
6. When your thesis has been graded you will get a copy of the evaluation to your Hanken mail.

Marks in the 22170 Course:

Please note! The grade you receive in the 22170 seminar-course does not necessarily reflect your thesis grade as this is examined in its own process apart from the 22170 course (see above). Your thesis is graded by your supervisor and a second examiner according to the M.Sc. thesis assessment rubric [here](#). In the 22170 course you are graded on the below items.

As stated above, **all parts in the course are mandatory**, ie. all the written work should be submitted (even if late) and attendance at small group meetings is a requirement to pass the course. Possible absence for compelling reasons should be discussed in advance with the examiner.

The marked parts are:

- individual written and oral performance at Semi 1 and 2,
- opposition activity, and contribution to the group's learning in the two Semi-sessions,
- the quality of the work in the small groups; and
- individual work outside the two Semi-sessions - submission of written assignments according to given instructions and by deadline.

The maximum points for these parts are as follows:

Individual parts

Max 40 points

Thesis Topic Form Max 2 p.

Research plan Max 4 p.

Data collection report Max 4 p.

Own oral and written work in Seminar 1 Max 15 p.

Own oral and written work in Seminar 2 Max 15 p.

Seminar

Max 60 points

The work of the small groups: in time and high-quality reporting of the meetings Max 5 p. per meeting, total 20 p.

The group receives a joint grade

Peer response on collaboration in small group meetings: Max 6 p.

Opponent's activity, contribution to the group's learning at Seminar 1 Max 17 p.

Opponent's activity, contribution to the group's learning at Seminar 2 Max 17 p.

Extra points

10 points

Submission of the thesis before Semi-2 will be awarded 10 extra points.

TOTAL POINTS

MAX 100

To pass the course, you should achieve at least **50 points**.